

21st CENTURY COMMUNITY LEARNING CENTERS

Programs Proposing to Serve Students in
Elementary and/or Junior High/Middle Schools

FORMS

Application Package Checklist

Core Grant Funding

- 21st CCLC Application for Funding, Program Site Information, and Application Funding Request Summary (Forms A1, A2, A3)
- School Principal(s) and LEA Signatures (Form B)
- State Drug Free Workplace Certification (Form C1)
- Certification Regarding Lobbying; Debarment, Suspension, etc.; Drug-Free Workplace Requirements (Form C2)
- Assurances and Agreements (Form D)
- Collaborative Signatures (Form E)
- After School Grant Calculator and Before School Grant Calculator (Forms F1 and F2)
- Annual Grant Budget (Form G1)

Optional Direct Grant for Access

- Application for Funding (Form H)
- Annual Budget (Form I)
- Additional Assurances (Form J)

Optional Direct Grant for Family Literacy Services

- Application for Funding (Form K)
- Annual Budget (Form L)
- Additional Assurances (Form M)

Application Package Checklist

This checklist must be submitted with the application, and items must be submitted in the following order:

Core Grant Materials (Required of all Applicants)

- ☐ 21st CCLC Program Application for Core Funding (Forms A1, A2, A3, and B).
Authorized* signature is required on Forms A1 and B.
- ☐ Drug Free Workplace Certification (Form C1). **Authorized* signature is required.**
- ☐ Certification Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters, and Drug-Free Workplace Requirements (Form C2). **Authorized* signature is required.**
- ☐ Assurance and Agreements (Form D). **Authorized* signature is required.**
- ☐ Collaborative Signatures (Form E)
- ☐ 21st CCLC Core Grant Application Budget (Forms F1, F2, G1, G2)
- ☐ Budget Narrative for Core Grant (three-page maximum)
- ☐ Program Narrative for Core Grant (20-page maximum if requesting less than \$2 million in core grant funding; 30-page maximum if requesting \$2 million or more in core grant funding)
- ☐ Attachments (10-page maximum); **Table of Contents is required.**
- ☐ Memoranda of Understanding (no page limitation). **Table of Contents is required. The "Memoranda of Understanding to be Considered for Competitive Priority" must be included, if applicable.**

Optional Direct Grant Materials

- Direct Grant for Access:
 - ☐ Application for funding (Form H)
 - ☐ Narrative Justification/Specific Uses (three-page maximum)
 - ☐ Budget Form (Form I)
 - ☐ Budget Narrative (one-page maximum)
 - ☐ Additional Assurances (Form J)
- Direct Grant for Family Literacy Services:
 - ☐ Application for funding (Form K)
 - ☐ Narrative Justification/Specific Uses (three-page maximum)
 - ☐ Budget Form (Form L)
 - ☐ Budget Narrative (one-page maximum)
 - ☐ Additional Assurances (Form M)

**The following persons are authorized to submit an application: (1) superintendent of a county office of education or local school district; (2) superintendent of a county or city or county/city agency; (3) authorized representatives of community-based organization, faith based organization, or another public or private entity, including a private school; and (4) authorized representatives of a consortium of two or more such agencies, organizations, or entities.*

California Department of Education

FOR CDE USE
ONLY:

2004		-04CCLC-
Year	N/S	Appl. #

California 21st Century Community Learning Centers Application for Funding – Elementary and Junior High/Middle Schools

Return to: After School Partnerships Office
California Department of Education
1430 N Street, Suite 6408
Sacramento, CA 95814

Due:
August 20, 2004

PART I APPLICATION INFORMATION

Applicant Agency (will serve as fiscal agent for collaborative. Refer to page 3 for a list of eligible entities)

County:		Amount Requested: \$	
Director of Agency: (e.g., Superintendent, City Manager, Executive Director, Private School Principal etc.)		Grant Contact:	
Name, Title, and Signature		Name, Title, and Signature	
Agency Name:		Agency Name:	
Address:		Address:	
City:	Zip:	City:	Zip:
Phone:	Fax:	Phone:	Fax:
E-mail:		E-mail:	

Is the applicant agency receiving (or has it previously received) funding for the Federal 21st CCLC Program? Yes ☐ No ☐

Are 50 percent or more of the schools this application proposes to serve currently identified as Title I, Section 1116 (Program Improvement) schools? Yes ☐ No ☐

Is this application "submitted jointly" by an LEA receiving funds under Title I, Part A, and at least one community-based organization or other public or private entity? Yes ☐ No ☐

(Check one box below and provide appropriate agency identification information)

- | | |
|---|--|
| <input type="checkbox"/> City or City Agency | <input type="checkbox"/> Community Based Organization (CBO) |
| <input type="checkbox"/> County or County Agency | <input type="checkbox"/> Faith Based Organization |
| <input type="checkbox"/> County Office of Education | <input type="checkbox"/> Private Non-Profit Organization or School |
| <input type="checkbox"/> School District | <input type="checkbox"/> Private For-Profit Organization or School |
| <input type="checkbox"/> Other Public Entity | |

Enter Federal Employer ID Number:

_____ **OR**
Enter School District Code

Program Site Information

All applicants must complete this form and identify all program site(s) at which the 21st CCLC Program will operate to deliver services to students. Please identify **each** program site below and indicate from which schools the students attending a program site will be drawn. Attach as many sheets as necessary. For each program site, check (✓) the appropriate box to indicate whether this is a school-based program site (i.e., on a school campus) or an off-campus site.

The program site is the physical location where the 21st CCLC Program activities and services will be provided, and one program site may serve students from more than one school. The program site must be a safe and easily accessible facility. The CDE may approve an application for a community learning center to be located in a facility other than an elementary or secondary school. However, if an alternate facility is proposed, that alternate facility must be at least as available and accessible to the participants as if the program were located in an elementary or secondary school. "Elementary school" and "secondary school" are defined in the NCLB as any "nonprofit institutional day or residential school, including a public charter school, that provides elementary or secondary education, as determined under State law."

Program Site Name: School-based <input type="checkbox"/> Off-campus site <input type="checkbox"/>		
Program Site Address:		
City, State, Zip Code:		
Phone:	Program Site Contact Person:	
CDS Code	School Name	Number of pupils from this school attending 21st CCLC Program

Program Site Name: School-based <input type="checkbox"/> Off-campus site <input type="checkbox"/>		
Program Site Address:		
City, State, Zip Code:		
Phone:	Program Site Contact Person:	
CDS Code	School Name	Number of pupils from this school attending 21st CCLC Program

Application Funding Request Summary

CORE GRANTS (ANNUAL)			
TOTAL ANNUAL CORE FUNDING REQUESTED (Before and/or After School Program funds)	\$		
OPTIONAL DIRECT GRANTS (ANNUAL)			
Number of program sites included in application:		<p>A program site may serve students from many schools. For example, a location that serves students from three different schools would be considered one Program Site. Please enter the number of PROGRAM SITES included in your application in the box to the left.</p>	
DIRECT GRANT FOR ACCESS (ANNUAL)		DIRECT GRANT FOR FAMILY LITERACY PROGRAM (ANNUAL)	
Maximum direct grant for access allowable: (based on the number of program sites per application)	\$	Maximum direct grant for Family Literacy Services allowable: (based on the number of program sites per application)	\$
Direct grant for access requested: (As justified in direct grant narrative and detailed in direct grant budget)	\$	Direct grant for Family Literacy requested: (As justified in direct grant narrative and detailed in direct grant budget)	\$
TOTAL GRANT REQUEST			
TOTAL 21st Century Community Learning Centers Program GRANT FUNDS REQUESTED (Core funding plus optional direct grant funding)	\$		

**PLEASE PRINT ALL NECESSARY CALCULATION FORMS AND
SUBMIT WITH YOUR GRANT APPLICATION**

Signatures/Approvals

School Principal Approval: The principal of each school to be served by the proposed 21st CCLC Program must approve this program application. (Attach as many sheets as necessary.)

School Name	Printed Name of Principal	Signature of Principal

School District Approval: If an LEA (i.e., school district or county office of education) is either the applicant agency or a partner involved in this application, then the superintendent must sign this application.

School District Name	Printed Name of Superintendent	Signature of Superintendent

CERTIFICATION AND DESIGNATION OF APPLICANT AGENCY

Each application must designate an applicant agency as the fiscal agent of the 21st CCLC Program grant. The applicant agency may be any one of the following: a Local Educational Agency (LEA), public or private entity (e.g., a city council, county board of supervisors, faith-based organization, or private school), or a community based organization. Applicants agree to follow all fiscal reporting and auditing standards required by the California Department of Education.

Designated Applicant Agency (Fiscal Agent)	Name and Title of Authorized Representative of Applicant Agency	Signature of Authorized Representative of Applicant Agency (Fiscal Agent)

State of California

DRUG FREE WORKPLACE CERTIFICATION

Std. 21 (10-98)

Applicant Agency (name of fiscal agent for collaborative):	
--	--

The contractor or grant recipient named above hereby certifies compliance with Government Code Section 8355 in matters relating to providing a drug-free workplace. The above named contractor or grant recipient will:

1. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code Section 8355(a).
2. Establish a Drug-Free Awareness Program as required by Government Code Section 8355(b), to inform employees about all of the following:
 - a. The dangers of drug abuse in the workplace,
 - b. The person's or organization's policy of maintaining a drug-free workplace,
 - c. Any available counseling, rehabilitation and employee assistance programs, and
 - d. Penalties that may be imposed upon employees for drug abuse violations.
3. Provide as required by Government Code Section 8355(c), that every employee who works on the proposed contract or grant:
 - a. Will receive a copy of the company's drug-free policy statement, and
 - b. Will agree to abide by the terms of the company's statement as a condition of employment on the contract or grant.

Certification

I, the official named below, hereby swear that I am duly authorized legally to bind the contractor or grant recipient to the above-described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.

OFFICIAL'S NAME	
DATE EXECUTED	EXECUTED IN THE COUNTY OF
CONTRACTOR OR GRANT RECIPIENT SIGNATURE	
TITLE	
FEDERAL I.D. NUMBER	

Certification Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters, and Drug-Free Workplace Requirements

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in pertinent regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying," and 34 CFR Part 85, "Government-Wide Debarment and Suspension (non procurement) and Government-Wide Requirements for Drug-Free Workplace (grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Education determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING—This certification is required by Section 1352, Title 31, of the U.S. Code, and 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000 as defined at 34 CFR Part 82, Sections 82.105 and 82.110. The applicant certifies that:

(a) No federal appropriated funds have been paid or will be paid by or on behalf of the undersigned to any person for influencing or attempting to influence an officer or employee of any agency or a member of Congress in connection with the making of any federal grant; the entering into of any cooperative agreement; or the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.

(b) If any funds other than federal appropriated funds have been or will be paid to any person for influencing or attempting to influence an employee of Congress, or any employee of a member of Congress in connection with this federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form -LLL, "Disclosure Form to Report Lobbying," in accordance with these instructions.

(c) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-grants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS—This certification is required by executive Order 12549, Debarment and Suspension, and other responsibilities implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Sections 85.105 and 85.110.

A. The applicant certifies that he or she and any principals:

(a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;

(b) have not within a three-year period preceding this application been convicted of, or had a civil judgment rendered against them, for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) are not presently indicted for, or otherwise criminally or civilly charged by, a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and

(d) have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS) —This certification is required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610.

A. The applicant certifies that he or she will or will continue to provide a drug-free workplace by:

(a) publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) establishing an on-going drug-free awareness program to inform employees about:

(1) The danger of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free work plan;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug-abuse violations occurring in the workplace;

(c) making it a requirement that each employee engaged in performance of the grant be given a copy of the statement required by paragraph (a);

(d) notifying the employee in the statement required by paragraph (a) that t, as a condition of employment under the grant, the employee will abide by the terms of the statement; and notify the employer in writing of his or her conviction of a violation;

(e) notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d) (2) from an employers of convicted employees. The grantee must provide notice, including position title, to: Director, Grants, and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 3124, GSA Regional Office Building No. 3), Washington, DC 20202-4571. Notice shall include the identification number(s) of each affected grant;

(f) taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d) (2), with respect to any employee who is so convicted:

(1) taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency; and.

(g) making a good-faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of performance (street address, city, county, state, zip code):

ENVIRONMENTAL TOBACCO SMOKE ACT—This certification is required by the Pro-Children Act of 1994, (also known as Environmental Tobacco Smoke), and implemented as Public Law 103-277, Part C which requires that:

The applicant certifies that smoking is not permitted in any portion of any indoor facility owned or leased or contracted and used routinely or regularly for the provision of health care services, day care, and education to children under the age of 18. Failure to comply with the provisions of this law may result in the imposition of a civil monetary penalty of up to \$1,000 per day. (The law does not apply to children's services provided in private residence, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for in-patient drug and alcohol treatment).

Check ☐ if there are workplaces on file that are not identified here.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.
--

NAME OF APPLICANT

PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

SIGNATURE

DATE

Assurances And Agreements

1. Use of Funds

As the designated applicant agency representative, I certify that the 21st Century Community Learning Centers Program will primarily target students who attend schools eligible for Title I schoolwide programs and/or students attending schools that serve a high percentage of students from low-income families, and their families.

I further certify that all services and benefits provided (including materials, equipment, and supplies) will be secular, neutral, and non-ideological. In addition, funds will be used for allowable costs during the grant award period only.

2. Supplement, not Supplant

As the designated applicant agency representative, I certify that funds from 21st Century Community Learning Centers Program will supplement, not supplant, existing services and funds.

I further certify that funds under this program will be used to increase the level of state, local and other non-federal funds that would, in the absence of these Federal funds, be made available for authorized programs and activities, and will not supplant federal, state, local, or non-federal funds.

3. Audits

As the designated applicant agency representative, I certify that an annual fiscal audit will be conducted and adequate, accurate attendance records will be kept for the 21st Century Community Learning Centers Program. I further certify that the collaborative will complete and submit periodic program and fiscal reports as required by the California Department of Education, including but not limited to, the number of pupils served, and expenditure of funds for which they were granted.

The funded program shall abide by the following audit and record-keeping requirements (Education Code §§ 8448, 8484.8, 33420, 33421, and 41020).

- a. An annual fiscal audit will be conducted and adequate, accurate attendance and other records will be maintained in accordance with Government Auditing Standards (GAS).*
- b. Agencies that expended \$300,000 (\$500,000 for fiscal years ending after December 31, 2003) or more are required to have a single audit conducted in accordance with OMB Circular A-133 and the Single Audit Act Amendments of 1996.*
- c. Agencies that expended less than \$300,000 (\$500,000 for fiscal years ending after December 31, 2003) are required to obtain a limited scope audit of the state and federal funds received from the CDE.*
- d. All agencies are required to maintain auditable records, which must be made available upon request to representatives of the CDE and other governmental agencies for on-site monitoring, reviews, and audits.*
- e. In general, records must be maintained for at least five years. However, in cases where an audit has been requested by a state agency that remains unresolved, records must be maintained until the audit is resolved.*
- f. All audits of financial statements must be conducted in accordance with Government Auditing Standards (GAS) and with policies, procedures, and guidelines established by the Education Department General Administrative Regulations (EDGAR), Single Audit Act Amendments and OMB Circular A-133.*

4. Evaluation and Data Collection

As the designated applicant agency representative, I certify that the 21st Century Community Learning Centers Program agrees to collect additional data that will be necessary for the evaluation of the 21st Century Community Learning Centers Program, as may be required by the California Department of Education.

5. Program Site

As the designated applicant agency representative, I certify that the 21st Century Community Learning Centers Program will take place in a safe and easily accessible facility. The program site selected is either an elementary or secondary school-site setting or another location that is at least as available and accessible to the participants as the school site.

6. Collaboration with Schools

As the designated applicant agency representative, I certify that the 21st Century Community Learning Centers Program was developed and will be carried out in active collaboration with the schools the students attend.

7. Notice to the Community

As the designated applicant agency representative, I certify that the community to be served by the 21st Century Community Learning Centers Program was given prior notice of this applicant's intent to submit an application.

8. Public Review of the Application

As the designated applicant agency representative, I certify that this application and any waiver requested have been made available for public review. In addition, the funded party will make available to the general public any application, evaluation, periodic program plan, report, or waiver relating to each funded program (EDGAR § 76.106).

9. Certification of Fiscal Resources

All applicants including Local Educational Agencies, cities, counties, community-based organizations, and other public or private entities (which may be faith-based organizations or private schools), must have sufficient fiscal resources in order to start up and operate the program being requested for a period of up to three months without payment from the State.

10. Certification of Private School Consultation

As the designated applicant agency representative, I certify that the LEA, consortium, or entity submitting this funding application for the 21st Century Community Learning Centers grant to the California Department of Education has consulted with appropriate private school officials during the design and development of the programs described in this application, consistent with No Child Left Behind Act, Section 9501(c)(1). I further certify that I will maintain and, upon request, provide to the CDE a written description of how this requirement was satisfied."

Certification: As the authorized representative of the Applicant Agency, and on behalf of the 21st Century Community Learning Centers Program, I agree to fulfill all of the above agreements and conditions.

Designated Applicant Agency(Fiscal Agent)	Name and Title of Authorized Representative of Applicant Agency	Signature of Authorized Representative of Applicant Agency (Fiscal Agent)

Certification: As the designated local education agency representative, I agree to fulfill all of the above agreements and conditions. In addition, I certify that the local educational agency (school and district) agrees to collect and share with program partner agencies additional education achievement data, attendance and other requested data that will be necessary for the evaluation of the 21st Century Community Learning Centers Program, as may be required by the CDE

LEA	Name and Title of Authorized Representative of LEA	Signature of Authorized Representative of LEA

Collaborative Signatures

Every 21st CCLC Program shall be designed, implemented, evaluated, and sustained through a collaborative process that includes parents, youth, representatives of participating schools and sites (e.g., classroom teachers, custodial staff, support staff, etc.), governmental agencies, such as city and county parks and recreation departments, community organizations, and the private sector.

Attach additional sheets as necessary.

Name/Signature		Agency Affiliation	
Name	Title	Agency	
Signature		Address	
		City/Zip	Phone
Name	Title	Title	
Signature		Address	
		City/Zip	Phone
Name	Title	Agency	
Signature		Address	
		City/Zip	Phone
Name	Title	Agency	
Signature		Address	
		City/Zip	Phone
Name	Title	Agency	
Signature		Address	
		City/Zip	Phone
Name	Title	Agency	
Signature		Address	
		City/Zip	Phone
Name	Title	Agency	
Signature		Address	
		City/Zip	Phone
Name	Title	Agency	
Signature		Address	
		City/Zip	Phone
Name	Title	Agency	
Signature		Address	
		City/Zip	Phone

AFTER SCHOOL GRANT AMOUNT CALCULATOR

This form is available on the After School Partnership Office website at <http://www.cde.ca.gov/ls/ba/>. Use this form to list all schools for which AFTER SCHOOL PROGRAM funds are being requested. If supplemental funds are being requested, enter the number of program days and students to be served. The maximum base grant allowed is \$75,000/year for elementary schools and \$100,000/year for middle schools. The maximum supplemental grant allowed is 30% of the after school base grant.

Base Grant Calculation

SCHOOL INFORMATION						BASE GRANT INFORMATION			
CDS Code	School Name	E = Elementary M = MS/Junior High	School Enrollment	Title I Schoolwide Program? Y=Yes or N=No	Section 1116 P.I. School? Y=Yes or N=No	Number of days of program (regular school days)	Number of students to be served per day	Amount Requested (Based on \$5/day/student)	Public School Free and Reduced % rate, Or Private School Students from low income families % rate
Totals									

Supplemental Grant Calculation

SCHOOL INFORMATION				SUPPLEMENTAL GRANT INFO		
CDS Code	School Name	Type E = Elementary M = MS/Junior High	School Enrollment	Number of days of program (non-school days)	Number of students to be served per day	Amount Requested (Based on \$5/day/student)
Totals						

Page Total (Base + Supplemental): \$

If more than 10 schools in grant, complete and print a separate sheet for each group of 10 schools and add page totals to calculate total amount requested.

BEFORE SCHOOL GRANT AMOUNT CALCULATOR

This form is available on the After School Partnership Office Web site at <http://www.cde.ca.gov/ls/ba/>. Use this form to list all schools for which BEFORE SCHOOL PROGRAM funds are being requested. If supplemental funds are being requested, enter the number of program days and students to be served. The actual before school base or supplemental grant funding rate per child per day is calculated by multiplying \$3.33 by the number of minutes the before school program operates per day, divided by 120. The maximum before school base grant is based on school enrollment. The maximum supplemental before school grant is 30 percent of the before school base grant amount.

Base Grant Calculation							
SCHOOL INFORMATION				BASE GRANT INFORMATION			
CDS Code	School Name	Type E = Elementary M = MS/Junior High	School Enrollment	Number of minutes per day of program operation	Number of days of program (regular school days)	Number of students to be served per day	Amount Requested (based on identified reimbursement rate)
Totals							

Supplemental Grant Calculation							
SCHOOL INFORMATION				SUPPLEMENTAL GRANT INFORMATION			
CDS Code	School Name	Type E = Elementary M = MS/Junior High	School Enrollment	Number of minutes per day of program operation	Number of days of program (non- school days)	Number of students to be served per day	Amount Requested (based on identified reimbursement rate)
Totals							

Page Total (Base + Supplemental): \$	
---	--

If more than 10 schools in grant, please complete and print a separate sheet for each group of 10 schools and add page totals to calculate total amount requested.

ANNUAL GRANT BUDGET FORM

Applicant Agency: _____

Column A: This column should list the budget line items.

Column B: This column should reflect the amount budgeted per line item. Include the total amount budgeted for the series in the shaded cell.

Column C: From the amount reflected in Column B, indicate the amount to be spent on administrative costs.

* If charging indirect, enter that figure in the appropriate box. Use the California School Accounting Object of Expenditure (expense) Classification codes (series 1000, 2000, etc.) See the *California School Accounting Manual* for a list of these expenditure categories.

Budget Line Items (Column A)		Amount Budgeted (Column B)	Administrative Costs Including indirect costs (Column C)
Series 1000			
CERTIFICATED PERSONNEL SALARIES TOTAL		\$	\$
Series 2000			
CLASSIFIED PERSONNEL SALARIES TOTAL		\$	\$
Series 3000			
EMPLOYEE BENEFITS TOTAL		\$	\$
Series 4000			
BOOKS AND SUPPLIES TOTAL		\$	\$
Series 5000			
SERVICES & OTHER OPERATING EXPENSES TOTAL		\$	\$
TOTAL FOR SERIES 1000-5999		\$	\$
Indirect Costs	Indirect costs may not exceed the grantee's restricted indirect cost rate (ICR), or 5%, whichever is less. Programs may expend up to 15% of annual funding on administrative costs. (Indirect costs are included in the 21st CCLC Program Administrative Costs.) Total Series 1000-5999 = \$_____ x ICR _____%		
SUBTOTAL SERIES 1000-5999 INCLUDING INDIRECT		\$	\$
Series 6000			
EQUIPMENT and EQUIPMENT REPLACEMENT TOTAL		\$	
GRAND TOTAL		\$	\$

Object of Expenditure Codes

School districts and county superintendents of schools are required to report expenditures in accordance with the object classification plan in the *California School Accounting Manual*. The use of these object codes will facilitate the preparation of budgets and the various financial reports requested by federal, state, county, and local agencies. The *California School Accounting Manual* is available from the CDE Publication Sales Unit for \$29.95 each plus sales tax, shipping, and handling (call 800-995-4099).

Certificated Salaries

- 1100 Teacher Salaries
- 1200 School Administrators' Salaries
- 1300 Supervisors' Salaries
- 1400 Librarians' Salaries
- 1500 Guidance, Welfare, and Attendance Salaries
- 1600 Physical and Mental Health Salaries
- 1700 Superintendents' Salaries
- 1800 Other Administrative Salaries
- 1900 Other Certificated Salaries

2000 Classified Salaries

- 2100 Instructional Aides' Salaries
- 2200 Administrative Salaries
- 2300 Clerical Salaries
- 2400 Maintenance and Operation Salaries
- 2500 Food Services Salaries
- 2600 Transportation Salaries
- 2900 Other Classified Salaries

3000 Employee Benefits

- 3100 State Teachers' Retirement System
- 3200 Public Employees' Retirement System
- 3300 Old Age, Survivors, Disability, and Health Insurance
- 3400 Health and Welfare
- 3500 Unemployment Insurance
- 3600 Workers' Compensation Insurance

4000 Books and Supplies

- 4100 Textbooks
- 4200 Other Books
- 4300 Instructional Materials and Supplies
- 4500 Other Supplies

5000 Services and Other Operating Expenditures

- 5100 Contracts for Personal Services of Consultants, Lecturers, and Others
- 5200 Travel and Conference
- 5300 Dues and Memberships
- 5400 Insurance
- 5500 Utilities and Housekeeping Services
- 5600 Rentals, Leases, and Repairs
- 5700 Direct Costs-Interfund Services
- 5800 Other Services and Operating Expenditures

6000 Capital Outlay

- 6100 Sites and Improvement of Sites
- 6200 Buildings and Improvement of Buildings
- 6300 Books and Media for New or Expanded Libraries
- 6400 Equipment

Optional

Direct Grant for Access

Application for Funding — Optional Direct Grant for Access

Applicant Information	
Applicant Agency (will serve as fiscal agent for collaborative. Refer to Glossary for a list of eligible entities):	
County:	
Director of Agency: (e.g., Superintendent, City Manager, Executive Director, Private School Principal etc.)	Name of Program
Phone:	E-mail:
Access Grant(s) Requested	
Program site(s)* for which funds are requested:	Amount Requested:
Total requested:	\$

* Program site names should match those identified in Form A-2.

Annual Program Budget for Optional Direct Grant for Access

Applicant Agency: _____

Column A: This column should list the budget line items.

Column B: This column should reflect the amount budgeted per line item. Include the total amount budgeted for the series in the shaded cell.

Column C: From the amount reflected in Column B, indicate the amount to be spent on administrative costs.

* If charging indirect, enter that figure in the appropriate box. Use the California School Accounting Object of Expenditure (expense) Classification codes (series 1000, 2000, etc.) See the *California School Accounting Manual* for a list of these expenditure categories.

Budget Line Items (Column A)		Amount Budgeted (Column B)	Administrative Costs Including indirect costs (Column C)
Series 1000			
CERTIFICATED PERSONNEL SALARIES TOTAL		\$	\$
Series 2000			
CLASSIFIED PERSONNEL SALARIES TOTAL		\$	\$
Series 3000			
EMPLOYEE BENEFITS TOTAL		\$	\$
Series 4000			
BOOKS AND SUPPLIES TOTAL		\$	\$
Series 5000			
SERVICES & OTHER OPERATING EXPENSES		\$	\$
TOTAL FOR SERIES 1000-5999		\$	\$
Indirect Costs	Indirect costs may not exceed the grantee's restricted indirect cost rate (ICR), or 5%, whichever is less. Programs may expend up to 15% of annual funding on administrative costs. (Indirect costs are included in the 21st CCLC Program Administrative Costs.) Total Series 1000-5999 = \$_____ x ICR _____%	\$	
SUBTOTAL SERIES 1000-5999 INCLUDING INDIRECT		\$	\$
Series 6000			
EQUIPMENT and EQUIPMENT REPLACEMENT TOTAL		\$	
GRAND TOTAL		\$	\$

**Additional Assurances Applicable to Those Applying for the
Optional Direct Grant for Access**

As the designated applicant agency representative, I certify that the 21st Century Community Learning Centers Program will conduct an annual fiscal audit of funds received for access purposes. I further certify that the program will maintain adequate, accurate fiscal records, and that the funds will be expended only for those services and supports for which the direct grant was funded. I understand that direct grant funds are awarded only if all other sources of funds for the intended purposes are unavailable or insufficient and that these direct grant funds may be withheld in subsequent years if expended for purposes other than as awarded.

Signature of Applicant Agency Representative on behalf of the 21st Century Community Learning Centers Program	Applicant Agency Name

Optional

Direct Grant for Family Literacy Services

Application for Funding - Optional Direct Grant for Family Literacy

Applicant Information	
Applicant Agency (will serve as fiscal agent for collaborative. Refer to Glossary for a list of eligible entities):	
County:	
Director of Agency: (e.g., Superintendent, City Manager, Executive Director, Private School Principal etc.)	Name of Program
Phone:	E-mail:
Family Literacy Grant(s) Requested	
Program site(s)* for which funds are requested:	Amount Requested:
Total requested:	\$

* Program site names should match those identified in Form A-2.

Annual Program Budget for Optional Direct Grant for Family Literacy Services

Applicant Agency: _____

Column A: This column should list the budget line items.

Column B: This column should reflect the amount budgeted per line item. Include the total amount budgeted for the series in the shaded cell.

Column C: From the amount reflected in Column B, indicate the amount to be spent on administrative costs.

* If charging indirect, enter that figure in the appropriate box. Use the California School Accounting Object of Expenditure (expense) Classification codes (series 1000, 2000, etc.) See the *California School Accounting Manual* for a list of these expenditure categories.

Budget Line Items (Column A)		Amount Budgeted (Column B)	Administrative Costs Including indirect costs (Column C)
Series 1000			
CERTIFICATED PERSONNEL SALARIES TOTAL		\$	\$
Series 2000			
CLASSIFIED PERSONNEL SALARIES TOTAL		\$	\$
Series 3000			
EMPLOYEE BENEFITS TOTAL		\$	\$
Series 4000			
BOOKS AND SUPPLIES TOTAL		\$	\$
Series 5000			
SERVICES & OTHER OPERATING EXPENSES TOTAL		\$	\$
TOTAL FOR SERIES 1000-5999		\$	\$
Indirect Costs	Indirect costs may not exceed the grantee's restricted indirect cost rate (ICR), or 5%, whichever is less. Programs may expend up to 15% of annual funding on administrative costs. (Indirect costs are included in the 21st CCLC Program Administrative Costs.) Total Series 1000-5999 = \$_____ x ICR _____ % = \$_____	\$	
SUBTOTAL SERIES 1000-5999 INCLUDING INDIRECT		\$	\$
Series 6000			
EQUIPMENT and EQUIPMENT REPLACEMENT TOTAL		\$	
GRAND TOTAL		\$	\$

**Additional Assurances Applicable to Those Applying for
the Optional Direct Grant for Family Literacy Services**

Direct grant for Family Literacy Services

As the designated applicant agency representative, I certify that the needs assessment conducted to identify the need for family literacy services has shown that existing resources are not available and/or sufficient to serve the families of the students to be served by the 21st Century Community Learning Center. I further certify that the program will maintain adequate, accurate fiscal records, and that the funds will be expended only for those services and supports for which the direct grant was funded. I understand that direct grant funds are awarded only if all other sources of funds for the intended purposes are unavailable or insufficient and that these direct grant funds may be withheld in subsequent years if expended for purposes other than as awarded.

Signature of Applicant Agency Representative on behalf of the 21st Century Community Learning Centers Program	Applicant Agency Name